

## Open Record Requests

**300 W. Cotton St.** | [Click here for map](#) [1]

[Election of City Officials \(City Secretary's Office\)](#) [2]

In addition to other duties, the City Secretary is the Records Management Officer for the City of Longview and maintains the City's record vault. This office provides documents upon request such as deeds, easements, ordinances, resolutions and City Council minutes. Open Records Requests are also filed with the City Secretary.

[Open Records Request Procedure and Application](#) [3] (.pdf)

**For more information call: 903-237-1080** | [Contact Us](#) [4]

**Source URL:** <http://administration.longviewtexas.gov/open-record-requests>

### Links:

- [1]  
[http://maps.google.com/maps?f=q&source=s\\_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007836,0.022702&z=16](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=300+W+cotton+st.+75601&sll=37.0625,-95.677068&sspn=30.185946,59.501953&ie=UTF8&hq=&hnear=300+W+Cotton+St,+Longview,+Gregg,+Texas+75601&ll=32.495447,-94.746373&spn=0.007836,0.022702&z=16)
- [2] <http://administration.longviewtexas.gov/service/election-city-officials-city-secretarys-office>
- [3]  
[http://administration.longviewtexas.gov/sites/default/files/files/city-gov/open\\_records\\_request\\_procedure\\_and\\_application\\_5524.pdf](http://administration.longviewtexas.gov/sites/default/files/files/city-gov/open_records_request_procedure_and_application_5524.pdf)
- [4] <http://administration.longviewtexas.gov/services-contact#CSO@LongviewTexas.gov>